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30 May 1973

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MEMORANDUM FOR:

SUBJECT: Production Information in Annual Reports to the PFIAB

1. On 16 June 1972 the Chairman of the President's Foreign Intelligence Advisory Board sent a memorandum (attached) to the Secretaries of State and Defense and to the DCI which detailed what should be contained in the annual reports submitted by intelligence organizations to the PFIAB.

2. The "Reporting Guidelines" contained the following instruction with respect to intelligence production:

"IV. Production

"Describe the requirements for various kinds of of finished intelligence, both national and departmental, and the manner in which these demands are satisfied. Where not a producer of finished intelligence, describe your input to the production of finished intelligence reports by other agencies or activities. Estimate the money and manpower directly committed to the production of finished intelligence."

3. I recognize that the reports to the PFIAB are meant only for the PFIAB members and staff and as inputs to the PFIAB annual report to the President, but it should be of considerable value to you and the PRG staff in our work with the NSCIC if the production sections of these individual reports could be made available to the PRG.

4. I suggest that you discuss this with General Allen and obtain his approval for having _____ contact the Executive Secretary of the PFIAB to discuss with him how we might obtain access to the information on production which was reported to the PFIAB late in 1972. This data could indicate problem areas deserving further exploration by the PRG.

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Attachment
 DCI/IC 72-0485,
 June 16, 1972

Go ahead - looks sensible.

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Executive Registry

ER/IS-72-0485

June 16, 1972

MEMORANDUM FOR: Secretary of State
                      Secretary of Defense
                      Director of Central Intelligence

SUBJECT: Annual Reports to the President's
                      Foreign Intelligence Advisory Board

The annual reports to the President's Foreign Intelligence
Advisory Board (PFIAB) by the several U. S. intelligence
agencies and other major intelligence organizations of the
Government constitute an invaluable compendium of the
progress of our national intelligence programs and their
responsiveness to the needs of U. S. policy makers. They
record the changing thrusts of the U. S. intelligence effort,
the money and manpower involved, the problems encountered,
and the rationale for their solutions. These reports are
read and discussed only by the members of the PFIAB and its
staff, and provide an annually updated data base for the
Board's evaluation of intelligence programs and its under-
standing of problems facing the intelligence community.
They are often one of the primary sources upon which the
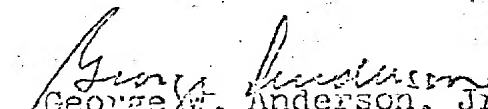Board draws in rendering its report to the President.

Since the Board's last memorandum on this subject (June 8,
1964), there have been substantial changes in the organization
and management of the intelligence community, and a refinement
of the Board's informational needs. We have decided, there-
fore, to cancel the existing and very detailed instructions
as being outdated, and to substitute the attached general
guidelines.

We have abandoned the detailed reporting outline of earlier
years with the express purpose of encouraging more substantive
and analytical submissions by the reporting agencies. Thus,
if a particular heading is not applicable, it should be ignored.
If an agency head believes information could be more succinctly
and meaningfully presented in another way, the guideline is
just that, and his judgment should prevail. Only in the
accompanying statistical breakdowns do we ask that the outline
be followed as closely as possible. However, here too the

reporter's judgment must prevail if the figures are to
be meaningful. It is not intended that reporting agencies
develop special statistics for the Board.

The annual submissions to the Board should not be viewed
as program justifications. This is neither the Board's
primary interest nor its responsibility. Rather, the
Board's responsibility is to make recommendations with
respect to the overall quality and quantity of U. S.
intelligence and to assure the President that resources
are allocated, organized, and managed in the most effective
way possible. To do this, it is essential that the Board
members understand in general terms the origin, goals,
present status, accomplishments, and problems with respect
to each activity and the manpower and costs involved.

The demands on the intelligence community resources are
increasing, yet in the years immediately ahead there is
every likelihood that budgetary pressures will remain
severe. If the community is to continue to meet its re-
sponsibilities, it must clearly establish that it is
utilizing its resources judiciously. It can do this
only by becoming its own best critic, and the privileged
nature of these reports is intended to encourage candor
in reporting and frankness in the judgments and recommenda-
tions expressed. The Board's role is to help the community
in every way possible to achieve the goals outlined for it
by the President in his memorandum of 5 November 1971.
The Annual Reports can be of inestimable help.

George W. Anderson, Jr.
Admiral, USN (Ret.)
Chairman

Enclosure: "Reporting Guidelines"

Copy to: Vice Admiral Noel Gayler
         Lt. General Donald V. Bennett
         Dr. John L. McLucas
         Dr. Robert A. Frosch
         Dr. Ray Cline

REPORTING GUIDELINES

I. The Mission and Factors Affecting It

A. State the organizational mission and the forces driving it; explain the mission today and the evolution which can be foreseen; review the external and internal factors affecting the mission: for example, nationalism abroad, budget cuts, shifts in U. S. policy, changing attitudes toward U. S. military/intelligence, etc.; discuss current and anticipated problems which are affecting, or are likely to affect, the mission.

B. Summarize major activities or programs, i.e., collection (HUMINT, technical, overt), production, RDT&E, support (personnel, budget, communications, data processing, etc.), and show how these activities relate to the overall mission. Where program input or output depends on more than one agency, acknowledge the office of primary concern and explain your own role. Discuss major problems and deficiencies affecting, or anticipated as affecting, the various activities.

II. Collection

Describe major HUMINT, technical, and overt collection programs, the collection requirements to which they are responsive, the program objectives, their present status, achievements, significant problems or difficulties, and the money and manpower involved.

III. Covert Action

Describe the origins and policy decisions behind covert action programs; the methods and goals for each program; the achievements, present status, and the money and manpower involved.

IV. Production

Describe the requirements for various kinds of finished intelligence, both national and departmental, and the manner in which these demands are satisfied. Where not a producer of finished intelligence, describe your input to the production of finished intelligence reports by other agencies or activities. Estimate the money and manpower directly committed to the production of finished intelligence.

V. Information Processing, Exploitation and Dissemination

    Describe the major intelligence processing, ex-
ploitation and handling systems, their effectiveness
in performing the intended tasks, major problems, and
the money and manpower involved. Such systems would
include photographic and signals analysis, data analysis
and exchange, the dissemination and handling of intel-
ligence cables and documents, communications networks,
storage and retrieval systems, and records management.

VI. Counterintelligence

    Summarize counterintelligence activities and
programs for protecting U. S. Government personnel,
sensitive U. S. information and U. S. installations,
and the money and manpower involved. This section
should also highlight developments in the field of
security and identify general security problems.

VII. Research, Development, Testing & Evaluation

    Describe major research and development activities
directed at achieving new or improved capabilities for
the collection, processing, analysis, or exploitation
of intelligence data. Estimate the manpower and funds
devoted to these activities.

VIII. General Support

    This area would include staff communications,
training, administration and logistics, and personnel
support. Describe in very general terms the scope and
nature of the activity in each of these categories,
major problems, and the manpower and costs involved.

IX. Charts

    Include such charts and diagrams as will help to
clarify organizational structures and program relation-
ships. To the extent applicable and utilizing official
data, each reporting organization is requested to submit
money and manpower figures for the past, present, and
next fiscal year for each of the following major intel-
ligence program categories: collection of intelligence;
production of intelligence; information processing;
covert action; counterintelligence; research, develop-
ment, testing and evaluation; support; and totals.
Personnel figures should indicate whether assigned in
the U. S. or abroad, and show separate figures for
civilian and military personnel. A similar breakdown
should be prepared for the major elements within a
given organization.